

# VACANT

Applications are invited from suitable candidates having domicile of Khyber Pakhtunkhwa, for recruitment in a Government Organization of Khyber Pakhtunkhwa on temporary basis against the following posts :-

S.No.	Name of Post / BPS.	Age limit	Allocation of quota	Qualification/Experience	No. of post
1.	Special Secretary (BPS-19)	35-45 years	Merit	2 <sup>nd</sup> class Master Degree preferably MBA/MPA from a recognized University.	(01)
2.	Interpreter (from Pashto into Urdu) BPS-17	18-30 years	Merit	M.A (Pashto) with Urdu as elective subject in B.A.	(01)
3.	Assistant Secretary (BPS-17)	18-30 years	Merit	2 <sup>nd</sup> class Bachelor Degree from a recognized University, preference will be given to candidates holding L.L.B Degree.	(02)
4.	Urdu Reporter (BPS-17)	18-30 years	Merit	1. Bachelor Degree holder 2. 120-wpm in Urdu short hand 3. 40-wpm in Urdu typing. 4. Computer skill in MS Office.	(02)
5.	Deputy PRO (BPS-16)	18-30 years	Merit	2 <sup>nd</sup> class Master's Degree in Science/Arts preferably Journalism from a recognized University.	(01)
6.	Assistant (BPS-16)	18-30 years	Merit	2 <sup>nd</sup> Class Bachelor's Degree from a recognized University.	(01)
7.	Junior Scale Stenographer (BPS-14)	18-30 years	Merit	1. Intermediate or equivalent qualifications from recognized Board; and 2. speed of 50 words per minute in shorthand in English and 35 words per minute in typing; and 3. Knowledge of computer in using MS Works, MS Excel.	(02)

[www.educativz.com](http://www.educativz.com)

- Candidates already applied for the posts, need not to apply again.
- Submission of original documents shall be mandatory at the time of interview.
- Applicants already in Government service should produce NOC at the time of interview.
- Incomplete applications shall not be entertained.
- No TA/DA will be admissible for the purpose of test/interview.
- Only short listed applicants will be called for test/interview.
- OTS will charge Rs.300/- for every application form from the candidate.
- Information provided in the application form will be verified in case of offer of appointment. In case of any false or forged information, the organization reserves the right to cancel candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the applicant.
- Test fee is non-refundable and non-transferable.
- Please use separate form and separate envelope, if you wish to apply for more than one post.
- Last date of submission of application forms is 15 days from the date of publication of this advertisement.
- Applications received after the closing date will not be entertained.
- Female, minority and candidates with disabilities are encouraged to apply, if other wise eligible.
- Applicants shall apply directly on the OTS website. After applying for the post(s) applicants are advised to regularly check OTS website [www.ots.org.pk](http://www.ots.org.pk) for important announcement (Procedure for Roll No. Slip/Written Test Schedule/Result etc) related to recruitment against the above posts.
- The organization reserves the right to increase/decrease the number of posts at any stage, subject to their availability.

## How to apply

Interested male and female applicants meeting to requisite qualification and criteria may register on [www.ots.org.pk](http://www.ots.org.pk) and send the printed application form along with original deposit slip through courier. Test fee is non-refundable and non-transferable.

**Send applications forms to:**

**Manager Operation Project**

Open Testing Service, office No.1, Crescent Mall Commercial,  
Central Avenue Road, Phase-6, Baheria Town, Islamabad

Phone No.051-5732752 Web:[www.ots.org.pk](http://www.ots.org.pk)

Email:[Info@ots.org.pk](mailto:Info@ots.org.pk)

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